

**BELLINGHAM PLANNING BOARD**

**P.O. BOX 43**

**BELLINGHAM, MASSACHUSETTS 02019**

**WILLIAM M. WOZNIAK, CHAIRMAN  
ROLAND R. LAPRADE, VICE CHAIRMAN  
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**MINUTES OF REGULAR MEETING**

**OCTOBER 23, 1997**

Meeting commenced at 7:00 p.m. All members including Planning Board Consultant Philip Herr were present.

**GENERAL BUSINESS AND CORRESPONDENCE**

P. Herr reviews the revised site plan for the Outback Restaurant, revision date October 16, 1997, detailing the dumpster pad rotation to 90 degrees and the underground utilities from pole to building and advises members it is consistent with the Board's approval. Clerk reads copy of October 21, 1997, letter from DPW Director Donald DiMartino stating that he reviewed the October 1, 1997, revised plan for this site. Since the proposed changes do not effect the driveway entrances or the water and sewer services, he has no further comments. RL moves to approve the change in the dumpster location and the utilities. EM seconds. Vote of 5. Clerk to distribute additional copies to town officials.

Clerk distributed a copy of the FY98 Budget Schedule. WW did advise at the All Board's Meeting that the Planning Board would be seeking an increase in the amount of the increase in Clerk's salary for expenses.

Clerk advises members the 20 day appeal period for Bald Hill Estates has elapsed with no appeal filed. Since it was a disapproval, the Board doesn't have to sign a plan.

Clerk reads letter from John Lee, Town of Plymouth, Director Planning and Development, dated October 15, 1997, wherein he requests a copies of information concerning the Home Depot located at Hartford Ave., including the name of the zone in which the building is located and for that zone a copy of the town's allowed uses, special permit uses and prohibited uses as well as the town's Bylaw definition of warehouse.

Board members instruct Clerk to forward the requested information to Mr. Lee as a courtesy.

William Halsing, Land Planning, submits an 81-P for A. J. Land & Companies on behalf of property owner Milford Kenny for Farm St. and Granite St. It is a large parcel that has a horse farm in the back. 210' frontage is on Farm St. with 692' on Granite Street. AM asks if Granite St. is really a street to which P. Herr replies it doesn't matter. B. Halsing showed the 100' buffer, the New England Power easement, the setback line for the buildings. This is the only place they can build because of the power easement. EM moves to approve the 81-P plan, seconded by AM with a unanimous vote of 5 (WW, RL, AM, PC and EM).

P. Herr submits his contract for consulting services. EM moves to approve the contract for FY98 for \$12,000, seconded by AM with a unanimous vote of 5. Chairman WW signs the contract on the Board's behalf.

P. Herr brought copies of surplus reports that he doesn't want to throw away. Bellingham is the largest source of paper in his office. He has information which no one else in town has because of lost records in the past. It would make sense for the Planning Board to think about a system for filing so he can give the Board the extra files he has. He will raise the issue with D. Fraine. The Planning Board has a real necessity for storage space. He has a lot of drawings but no longer keeps earlier versions of development plans. He only keeps the ones that are critical. Clerk describes current Planning Board storage with old records and plans kept in the basement of the Town Hall building and more recent files and plans in the Town Hall Annex. The plans in the basement were thrown on the floor. Clerk organized them and separated them into boxes but they will not last long stored that way. P. Herr agrees that old prints have a short life time because they are high acid paper. The newer ones will last longer. WW suggests putting the plans on disk. P. Herr indicates that D. DiMartino is putting plans on disk but they are only good for 20 years which is not very long. In theory everything should be kept permanently. At some point, the Board may want to hire a summer intern to sort through all the old plans. P. Herr suggests the Board talk with the Town Clerk. Bruce Lord, Esquire, refers to the filing system problems with the Town Clerk who files under different names, developers or addresses. P. Herr will discuss with Town Administrator Denis Fraine later on this evening.

#### **WESTON ESTATES DEFINITIVE SUBDIVISION** **CONTINUED PUBLIC HEARING**

AM abstains and removes herself from the hearing room.

Bruce Lord, Esquire, on behalf of applicant, Route 126 Realty Trust, explains they are dealing with Walter Amory, the independent engineering consultant, who was hired by the town. Mr. Amory made a number of changes to the plan. Discussions between the 2 engineers are ongoing but they are reaching a conclusion. They are here to provide a brief

update and would expect to be completed by the next meeting. The configuration of the subdivision hasn't changed but the drainage systems have changed. The catch basin was deepened and made bigger for Road A off S. Main St. There is a slight change to the slopes of the roadway. Most of the changes are to the drainage system. Mr. Amory requested a change to use the leaching chambers in the subdivision. They increased the size of the drainage basin including the depth, capacity and sloping.

Brad MacKenzie, engineer, in response to Deputy Fire Chief T. Guerin's question about the name of Road A, will talk with the applicant. Deputy Chief Guerin requests they ensure the name doesn't conflict with other names. P. Herr notes that identification of the street names is one of the requirements. Mr. MacKenzie will have the name sorted out before they come back. Amory requested changes to the roadway. They are creating a leveling area so it doesn't drain to S. Main St. They relocated a couple of catch basins. They also redirected the outflow to water quality swale. The small detention basin on lot 1 was replaced with a water quality swale. He also discussed the Stormwater Management Policy in detail with Mr. Amory. The easement is much larger. Mr. DiMartino sent a letter requesting easements for lots 4 and 5 for the purpose of minimum impact to the wetlands. They straightened the easement per the DPW request. They installed bollard markers over bends in the easement so it can be easily located. They will use Class 52 duct pipe. The plan as submitted showed a small retention basin at this location. Amory was concerned it would accumulate during the winter with ice. During a storm with ice, they may not get leaching basins discharging to two separate galleys. The soil perked with 4 test holes due to very coarse gravel soil suited to this type of infiltration. There is a negative slope away from Indian Run Road. They did investigate eliminating the additional basin but the subsurface infiltration galleys are considerably larger. There is direct outflow to the back bordering the vegetated wetlands. Previously they had a small detention on lot 16 but it is not necessary to detail as much storm water as they thought. Amory suggested a third water quality swale. D. DiMartino has 3 items outstanding including hydrant location at station 9+10 located on lot line which was also document on the September 9, 1997 letter from the Fire Dept. Item 5 refers to the easement for which they will explore the legalities for an easement through which what is now a drainage easement. The problem is that those people are now under water. There isn't additional room for an easement.

B. Lord plans to talk with the landowner about permission to tie in and bring it out Indian Run Rd. along the lot line. The other lots are 10,000 square feet and it is not a good idea to approach them. He would be glad to do it if the landowner is agreeable to the easement but he doesn't believe they can put a water easement on top of the drainage easement without the landowner's consent but it should be explored with Town Counsel. It would be difficult to install and fit the equipment between the houses since they are so close together.

RL believes the water quality for those homes would improve. WW asks how wide the drainage easement is to which B. Lord responds there is plenty of room. RL asks if all the calculations were done with the assumption that Chestnut Hill is fully functional.

B. MacKenzie explains the calculations were done with the assumption that there is no detention upstream from the site. They took the conservative approach so they are overstating the runoff volume. RL wonders if Mr. Amory is considering the Chestnut Hill drainage which hasn't been completed because of legal tie ups.

EM thought the Board did not allow leaching chambers in the past. RL asks what a leaching chamber is to which Mr. MacKenzie explains they are precast concrete galleys which are rectangular, honeycomb with no bottom and are installed in 1' bed of stone. There are 1,500 gallon precast particle separators at the inlet connection to the subsurface. It will be located in areas where the truck can easily pull up and remove the grit and sediment. B. Lord understands that under the new regulations, the Board will require a maintenance agreement.

EM moves for the Board to send a letter to the DPW asking how they feel about leaching galleys. RL seconds. Vote of 4 (WW, RL, PC and EM). AM abstains and is absent from the hearing room. P. Herr agrees this is an issue which is reasonable to raise with D. DiMartino. He agrees with the maintenance agreement necessity since these are cleanout facilities. He explains the developer endows it and takes care of it for a couple of years to see how much it will cost and then will give the town an amount of money which will maintain it in perpetuity.

EM thought the Board did not allow New England Country Club to use swale because it wasn't allowed. P. Herr disagrees. B. MacKenzie identifies location of the swales on sheet 16. There is an overflow water quality swale to vegetated and flat area which encourages low velocities. The sediments will settle in 4 bays. Some mowing of the swale will be performed. EM suggests they check with the Conservation Commission since this is all new.

P. Herr understands the intention to make sure the quality of their stormwater is pretty good. Mr. Amory will comply with DEP policy. EM asks if that should be added to our regulations. B. MacKenzie confirms it is all designed in accordance with DEP Stormwater Management Policy but they are finding a lot of inconsistencies with Title V.

WW is concerned about sediment leaching because of hazardous waste. There is an astronomical cost factor to maintain it because it would have to be dredged. P. Herr indicates it is no different from what the DPW takes out of the sumps.

B. MacKenzie notes it doesn't fall under the Conservation Commission because it is 300' - 400' away from the closest wetland. In this case, they are leaching the entire runoff

volume. The soil is course gravel at 2 minutes per inch. It is extremely permeable soil. 25 gallons are gone within 6 - 8 minutes.

EM asks about the Safety Officer's opinion. B. MacKenzie staked the entrance out for him. There was some concern about a tree. Clerk spoke with Safety Officer Sgt. Buskirk who said he would forward a letter for this meeting but we haven't received anything yet. Clerk spoke with Independent engineer, Walter Amory yesterday. Mr. Amory has been in touch with Mr. MacKenzie on numerous occasions but there is still work to be done relative to the drainage. There are a number of drainage issues which are still to be resolved so they are not ready for the final plans but hopefully they will be ready for November 13, 1997. They have tried to eliminate the detention basins because they require maintenance and reduced the number of basins from 5 to 2 (plus 2 vegetated swales) and 2 sets of leaching galleys for a subsurface drainage system near Indian Run Rd. There is no way for an overflow emergency spillway without crossing over private property so they installed a pair of leaching galley systems since the basins would be unable to handle the 100 year storm water which would pond near the basins. The primary concern is to keep water away from the abutting properties. The swales along the edge of Road B would head up at the northwest corner. The surface water will be collected in the swales and run down into the leaching galleys. He will be in his office on Friday if Board members have any questions.

P. Herr has been unable to determine if the scheme meets the guidelines relative to removal of mature trees because he was unable to determine where the trees are. They need to include the wooded area and outstanding trees on the grading plan with a legend. EM asks why that wasn't submitted if it is required. B. Lord explains it was submitted in form at this stage. There is a variance in the way it can be interpreted. The existing plan was done from aerial photography. P. Herr notes the eastern side is not treed for the most part. There are small trees. The Planning Board's Subdivision Regulations call for plans to show trees at 1" = 50'. B. MacKenzie agrees to enlarge and superimpose on a 50' scale.

P. Herr doesn't think any waivers are necessary but B. Lord must certify that all landowners agree to this plan. B. Lord agrees to provide certification.

WW calls for questions from the audience.

Linda Chartrand, 810 S. Main Street is concerned because the water runs between her house and Mr. Reger to the undeveloped land. She asks if they intend to level the road so it won't back up to her yard. She has wood chips in her front yard which wash away. She is worried the water will dam because the road is higher than her property. B. MacKenzie explains the road was built up because of the wetland crossing. The road will be 3' - 4' higher than the current grade. They propose swales within the easement to catch anything which comes behind the house.

P. Herr asks about changing the grade of the existing swimming pool to which B. MacKenzie explains there is an easement on their property and the swimming pool is in that easement. It may be possible to grade the swale between the roadway and the pool.

EM moves to continue the Weston Estates Definitive Subdivision to November 13, 1997 at 7:30 p.m., seconded by RL. Vote of 4 (WW, RL, PC and EM). AM not present since she abstained from the hearing.

**VICTORY HEARING & AIR CONDITIONING  
DEVELOPMENT PLAN REVIEW CONTINUED**

AM rejoins the meeting.

Eric Greene, engineer, presents the complete landscape and site plan which complies with the Board's regulations. They are 20 feet off the property line. The original drawing which P. Herr received showed 15'.

P. Herr asks if it is possible to save 2 major trees which are being lost and didn't show up on the original. He asks why they need two entrances. Michael Dubeau doesn't want to have a truck backing up Route 140. P. Herr thinks they would be better off with 1 entrance instead of 2. M. Dubeau agrees they could probably do with 1 entrance.

P. Herr only received the plans late today. He asks about wal-paks on the building. E. Greene explains they intend to use a new light which only shines down to light up the walkway. He thinks this is business zoning.

Clerk relays comments provided by Conservation Commission Clerk Anne Matthews during a telephone conversation today. A Notice of Intent was filed 8 - 10 years ago for this site. There are a lot of wetlands in the back. There are stormwater concerns. There is no stormwater management.

M. Dubeau points out they have a hydrant on their property and can't imagine that they need one closer. They are putting in a sprinkler system which is an expense as required for an 8,000 square foot building. A 6" main will come up to the fire hydrant. Deputy Chief T. Guerin will run the main in the sprinkler system anyway. He wants a yard hydrant. The problem is they need to get the firetruck off the street. The hydrant can tie into the sprinkler system. E. Greene suggests the firetruck can pull in and use the hydrant from the parking lot. Deputy Chief Guerin asks that they send him a plan with the hydrant. He is willing to let it go if they can swing a firetruck in.

EM moves to send a letter of recommendation to the Building Inspector after the Board hears from P. Herr that the plan has been revised relative to the entrance change with revisions to the landscape drawing including hearing from the Fire Dept. about the hydrant. AM seconds. Unanimous vote of 5 (WW, RL, AM, PC and EM).

P. Herr doesn't think the Board has grounds to disapprove the plan as is but the Board can encourage them to change it. They should run it by him when it is revised.

M. Dubeau discusses the 20" oak trees which they want to remove because they are shoddy looking. EM believes that besides the trees there is a safety issue that one driveway is better than two.

Clerk to date stamp plan approved with the date it is received and verification is received by P. Herr that it has been revised per the Board's decision. E. Greene will go to the Conservation Commission next.

### **TOWN COMMON ESTATES PRELIMINARY SUBDIVISION**

AM abstains from the discussion and removes herself from the hearing room.

Joseph Giovinazzo, GCG Associates, Project Manager for the Town Common Estates located on Mendon St., Rt. 140, adjacent to the Bellingham elderly housing and the Town Common to the east. The total site is 7.5 acres zoned business with 125' of frontage for 11 residential house lots. Access is through the curb cut at Mendon St. Street names are Tony Road and Jamie Drive. Roadway is 950' with a 50' right of way, sidewalk on 1 side and 26' pavement width. There are no major cuts or fills. Maximum elevation is 294' and minimum elevation is 260'. Water system is an 8" ductile main which will tie into Mendon St. and branch at 500' intervals. Water pressure is 60 psi average, 57 - 72 depending on the elevation on the site. They will have onsite septic and sewer. Most of the site has well draining soil. They propose a small drainage system with a catch basin at the 2 cul de sacs which will drain at the low point to the detention facility and discharge into the wetland area. It will consist of a network of 12" - 15" - 18" outfall (but pipe sizes are preliminary) typical size for the site. Drainage calculations will be provided at the Definitive stage. There is a seasonal stream at the eastern side of the site. They are bordering vegetated wetland. There is no flow from the seasonal stream but they will research how often it is active. They intend to use hay bales and silt fence for work adjacent to the wetland area. They will be filing with the Conservation Commission to have the hay bales and silt fence reviewed and approved so they can go forward.

RL asks why it isn't sewerred to which Mr. Giovinazzo responds they looked at the overall sewer map but there is no sewer line available. P. Herr reviews the sewer map and agrees that right now there is no place to go. J. Giovinazzo spoke with D. DiMartino a few years ago when he told him it would be 1 1/2 years at the earliest. RL refers to the septic problems experienced when the Common was a supermarket. Mr. Giovinazzo would prefer to make the connection to a gravity sewer if he could do that.

EM points out the preliminary plan doesn't show the relationship to Judy Lane.

J. Giovinazzo looked at tying the cul de sacs in but it is difficult to do without the cooperation of the two homeowners. EM thinks it looks as if the frontage goes with the centerline of the road. Mr. Giovinazzo notes a line was left out. This is a public right of way. There is no land between this and the street.

WW indicates that the well next to the lot will need an 81-P since it is the town well for the Common. Do the lots meet the lot shape factor? P. Herr responds that 3 don't meet it. Mr. Giovinazzo will check his computer because he believes they do meet it. P. Herr identifies lots 4, 9 and 10 which may not meet the lot shape factor. Mr. Giovinazzo will provide backup. Lot 11 looks worse but it is okay because it is oversized.

P. Herr asks if the depth of the property from the street right of way to the furthest point to the north is more than 500' to which Mr. Giovinazzo responds affirmatively. B1 is zoned 500' deep. The back end of the upper lots are in residential. Are they 11 business lots or residential? Mr. Giovinazzo responds they intend to build residential. EM points out that Northeast Acres next door was approved as industrial but became residential. P. Herr notes that if houses are built then the street class lane may be narrower but if it is business then it is a collector road which bumps it up to 60'. If it is their intention to be residential then the definitive plan should say something about that. EM agrees the Board wants to see a plan which proves all they can build is residential. Applicant Anthony Marinella asks about the size of the roadway to which P. Herr responds business requires a collector street which is a 60 right of way. EM wants to see the road size and residential noted on the plan. P. Herr notes the road is oversized from what the town requires. Mr. Giovinazzo made it one size larger because he thought he had to. P. Herr state the lane size is required for 12 or fewer lots. EM is concerned that someone could go in and put business in on one lot.

Clerk has comments relayed from Anne Matthews, Conservation Commission Clerk, referring to the small basin to hold the runoff. They also have concerns about the size of the lots on that small piece of property with density issue concerns.

J. Giovinazzo intends to use conventional detention which is allowed. It will meet stormwater management requirements and allow groundwater infiltration to the recharge area. They can't determine the actual size until they do the drainage calculations.

Clerk reads letter from Deputy Fire Chief T. Guerin, dated October 20, 1997 wherein he states that in a telephone call, applicant Anthony Marinella identified that Road A will be named Tony Drive and Road B will be called Jamie Drive. These names are acceptable, as they will not present confusion in similarity to other town street names. The Fire Dept. requests that a fire hydrant be located at the corner of lot 11 and Mendon St. The hydrant located midway on Toni Drive (Road A) is to be relocated between lot 9 and 10. The water main should be looped if possible. Before any building permits are issued, the water should be turned on to all hydrants and a base coat of asphalt is to be put in place. Clerk reads letter from DPW Director Donald DiMartino, dated October 21, 1997 wherein he



states the water mains should be looped wherever possible. Road B should be looped out to Northeast Acres through an easement with valves on both ends of the easement. Road C is not close to any other water main and a loop of this line is therefore obviously difficult. The developer should be aware that the Massachusetts Highway Dept. (MHD) has accepted bids on a contract to reconstruct this section of State Route 140. Any trench excavation work proposed for the street area must be completed before the MHD contractor starts his work. MHD typically will not allow any excavation for five years after a resurfacing project is completed. He doesn't know what the construction schedule is for this work but bids have been received.

J. Giovinazzo points out the first catch basin is well within the property. P. Herr believes that it works on the street if they are not picking up a lot of water on the street. The Board's regulations require a catch basin at every intersection unless it serves no purpose. The last subdivision had a negative grade so it wouldn't put water on the existing street. The natural grading pattern runs away from the road.

Deputy Chief Guerin believes it makes sense to loop if they can to Northeast Acres. P. Herr suggests they may be able to come to an agreement with the Housing Authority. Mr. Giovinazzo will see if he can loop it and will explore all avenues.

P. Herr asks about slant granite curbing. Mr. Giovinazzo has shown cape cod berm. P. Herr agrees it is labeled cape cod berm but it doesn't look like cape cod berm. Mr. Giovinazzo confirms that it will be cape cod berm.

P. Herr suggests they may want to think about the road cross section whether to go wider or narrower. They may want to contact MHD to gain a better understanding about drainage, curbing and sidewalks. Applicant A. Marinella responds that he will not consider the option to make this business.

J. Giovinazzo points out there will be lot line adjustments from the preliminary to definitive stage.

EM notes there is not enough information on the plan but the Board is not saying they will disapprove it. In concept, everything is in agreement. P. Herr is not objecting to anything substantial. Mr. Giovinazzo reviews the issues including catch basin at Route 140 curb cut, 3 lots lot shape factor, and detention pond for which they can't provide the actual size without the definitive plan. EM asks which lot it will be on to which Mr. Giovinazzo responds on the road cross-section. PC suggests they check the availability of the sewer. Comment that 6 higher priced homes may be better than 12.

EM moves to continue to November 13, 1997 at 8:00 p.m. RL seconds. Vote of 4 (WW, RL, PC and EM). AM abstains and is absent from the hearing room.

**DISCUSSION WITH TOWN ADMINISTRATOR DENIS FRAINE**  
**RE: PLANNING BOARD EMPLOYEE'S POSITION**

Town Administrator Denis Fraine is here to bring the Board up to date regarding the Planning Board Clerk's position. Clerk wrote a letter to the Board, a copy of which he received. He spoke with the Chairman and they decided they could ask Town Meeting to transfer \$4,000 from the expense portion of the budget to salary. Although the Warrant was closed, he called Jim Caddick, Chairman of the Finance Committee to discuss it with him. He met with Marilyn, Bill and the FinCom prior to the Town Meeting to add \$4,000 to the Clerk's salary. There are clerical unions in town. Anyone who works in excess of 19 hours works for the union. They get paid between \$8.00 to \$12.00 hourly. When he met with Bill it was agreed that the position would be for below 20 hours in the \$10.00 range. The \$10,000 per year salary was based on 19 hours. That was his understanding and that was the FinCom's understanding as well. Clerk is coming in one day a week on Tuesday and will come in one more day next year. He thinks the Board needs a presence in the town office to work well. Since there are issues that come up, he would like to have someone representing the Board here. The FinCom supported adding the \$4,000 to the budget at the Town Meeting. He held up the salary increase because they need a payroll change signed by the Board. The completed payroll change is required. The \$10,000 salary for this year comes out to \$14.00 per hour which he can't support since he will run into a problem with union personnel.

EM believes it is out of Mr. Fraine's hands since the Town Meeting approved the transfer. D. Fraine agrees the Board has a right to pay whatever they want. WW indicates it was the consensus of this Board that the \$4,000 increase was to be paid in full for this year. They also agreed to pay \$12,000 next year for the extra hours worked here at Town Hall. The \$4,000 was transferred to increase the salary to \$10,000 this year. D. Fraine was not looking at it that way. He took the \$10,000 and divided it by 52 weeks working 19 hours per week at \$10.00 per hour but he admits that the \$4,000 was requested and was put in the salary account. He has to be able to face the unions but the Board has the right pay its employee. Putting the \$4,000 into the salary account was a mistake. The Board is circumventing the whole process. He has to defend the union position. EM notes he is defending people in unions who get benefits and who help each other. Clerk receives no benefits and has no one to help her. Teachers get retroactive pay all the time. The Board could go back to July 1, 1997 and pay Clerk from then. AM can understand D. Fraine's position. D. Fraine talked with the FinCom about paying the increase on an hourly basis. The Planning Board can pay retroactively if they chose to. He suggests changing the title of the job and doing a job description. WW states the Board already addressed changing the job description and salary increase. D. Fraine comments that the money was available for the salary increase immediately after the fall Town Meeting. He held it because it was not signed off by the Board. The payroll change notice will have an effective date. Clerk will work at the Town Hall on most Tuesdays. He wanted the Board to understand his position but the Board can do whatever they want. AM asks if there is anyway the Board can word it so it will not effect him. D. Fraine responds there is no way but he does ask

for the Board to spell it out in a letter to him. He apologizes to Clerk. He did speak with P. Herr who conveyed the work which Clerk does. He asks the Board to convey their intent in writing with the payroll change signed by a majority of the Board.

P. Herr discusses Bellingham Planning Board records which he has in his office and he can't store indefinitely. He would like to transfer the records to be stored by the Town. His associate spoke with Clerk who conveyed that the Board should consider taking the records he has because there are some incomplete Planning Board records. D. Fraine agrees that once the renovations are done, we will be able to store the records. It will go out to bid within 6 weeks. He would like to see it begin in the spring. It will be a 2 story addition with a basement which will be attached to the end of the building. It should be done in less than 1 year.

P. Herr discusses archiving the records. Planning Boards generate a lot of paper. Someone should look at record keeping. PC agrees the plans should be kept in a climate controlled storage area. D. Fraine advises they just started the process of preserving records in the Town Clerk's office by sealing in plastic but they still take up as much space. PC notes that hospital have warehouses to store in. WW suggests getting a more modern means of storage. D. Fraine thanks the Board for their time and departs from the hearing room.

Further discussion between Board members relative to the Planning Board employee's position. WW refers to the budget. He did comment at the All Board's Meeting that the Planning Board would be seeking an increase in the budget in the amount equal to the salary increase for the Clerk's position. RL believes that whether Clerk stays on in the job or not, the Planning Board needs an Administrative Assistant. We should have a job description. There are a series of things which are not secretarial. The Board needs to make sure they get someone who is qualified and in order to do that they will have to pay someone the new salary. Clerk has taken the workload off the Board and off P. Herr. Clerk prepared a job description which is distributed to members and P. Herr. P. Herr states the job description is adequate but the sentence relative to notarizing documents should be deleted. The Board may want to change the job title to Planning Assistant or Planning Coordinator since Administrative Assistant sounds more clerical and it is not really a clerical job any more.

EM moves to pay Clerk immediately retroactively for the months of July, August, September and October based on the \$10,000 per year salary, seconded by AM, carried with a unanimous vote.

EM moves to change the job title from Planning Board Clerk to Planning Coordinator, seconded by AM, carried with a unanimous vote of 5.

RL moves to accept the job description for Planning Coordinator, seconded by EM, carried with a unanimous vote of 5. Planning Board Clerk job description to be deleted.

**CORRESPONDENCE, MINUTES ACCEPTANCE AND MEETING SCHEDULE**

P. Herr reviewed 3 mailings for grant funding which Clerk gave to him. One is from the Metropolitan Area Planning Council. They can get help for bicycle racks and other things. He will call D. DiMartino who may be interested. He doubts it covers bike paths and shuttle buses. The second is from the Massachusetts Historical Commission. He will call Mr. Taft to make sure that he got one of these packages. The third is from the Massachusetts Historical Commission for historical structures. They could send it in and get another \$5,000. He will call D. Fraine about this one.

PC moves to approve the minutes of September 11 and September 25, 1997, seconded by AM, carried with a unanimous vote of 5. Clerk to make corrections to October 9, 1997 to correct pages 7, 3rd paragraph and page 9 where EM should be changed to AM in both places after "Vote of 4." EM was absent from that meeting.

Master Plan meeting for general public discussion will be held on November 4, 1997. P. Herr hopes that Board members will attend.

Discussion regarding holding one meeting in each of November and December 1997 because the second meetings fall on a holiday. P. Herr confirms he can attend meetings on November 13, 1997 and December 18, 1997. AM moves to hold one meeting in November on November 13, 1997, seconded by PC, carried with a unanimous vote of 5. EM moves to hold one meeting in December on December 18, 1997, seconded by PC, carried with a unanimous vote of 5.

PC moves to adjourn meeting at 10:42 p.m., seconded by EM, carried with a unanimous vote of 5.

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William M. Wozniak, Chairman

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Roland R. LaPrade, Vice Chairman

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Paul Chupa

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Edward T. Moore

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Anne M. Morse